

Sisseton Wahpeton Oyate

Job Description

Job Title: SAMSHA (SOC) GRANT- Security (03PT)

Reports to: Project Director

FLSA Status: Non-exempt

Summary:

Security staff will monitor security cameras and patrol the Youth Lodge premises to ensure the safety of clients and staff, keep visitor logs, provide vehicle maintenance, etc. Assist care team in safety and transportation duties as assigned/needed.

Duties and Responsibilities:

- Assist clients with safety measures needed for proper care
- Ensure clients' records are documented via the appropriate forms
- Build positive relationships with clients and staff
- Provides support services for clients/families, as designated
- Responsible for assisting care team during events as needed
- Promote healthy/positive environment for youth/families
- Provide daily maintenance as needed (e.g., security cameras, vehicle maintenance, monthly reports)

Qualification and Other Requirements:

- Must be 25 years old or older
- Ability to communicate with community, families, and professionals for safety and transportation purposes
- Strong organizational skills and ability to multi-task in a fast-paced environment
- Drug and alcohol free
- Ability to work independently (e.g., self-motivated and resourceful) and as a team
- Able to lift over 30lbs
- Able to sit and/or stand for long periods of time
- Must be able to work flexible schedule (occasional weekends and every other holiday)
- Must be able to successfully pass background check as required by PL 101-630

Education and/or Experience:

- High school diploma
- Foster care training
- CPR/First Aid certificate/ First Aid Mental Health certificate
- Must have a valid driver's license and a tribal driver's license
- Excellent verbal and written communication skills
- Expertise in using MS Office suite (i.e. Word, Excel, Outlook, PowerPoint)

Approved



Date

